



NACO Training for OCLC libraries



Revised May 2001

FOREWORD TO MAY 2001 REVISION

The schedule for updating the NACO Training for OCLC Libraries binder is irregular. Cooperative catalogers and cataloging policy specialists first published the binder in connection with the Training the NACO Trainer class in 1995, and revamped it for the second class in 1997, with updates in June 1998, September 1999, and June 2000. A few of the current changes in the manual were made to reflect changes in the NACO environment not caught in earlier updates. Most changes are additions to the exercises and explanatory pages in the trainee manual.

Users are welcome to send suggestions for improvements to cast@loc.gov.

NACO PARAMETERS

Additional explanations about required documentation remind NACO participants that neither the AACR2 nor MARC 21 Authority Format may be used as stand-alone documents. Each is to be used in conjunction with the appropriate instructions found in the LCRIs and in the pages referred to as Blue Pages and Yellow Pages.

The parameters include a new reminder of the English language environment of the NACO database.

6XX FIELDS: THINGS TO REMEMBER

These added pages help explain the 670, 675, and 667 fields.

CORPORATE NAME AUTHORITY EXERCISES

New exercises are added, along with conference name and conference reference things to remember sheets.

REFERENCE EVALUATION EXERCISES

The three exercises formerly on one page are now on separate pages, with notes on elements in the records which need evaluation. These exercises are preceded by a new tab, REFERENCE EVALUATION/CHANGES.

NACO ADMINISTRATION NOTES

These notes include a few more guidelines for contributors using RLIN.

GLOSSARY OF PCC-RELATED TERMS AND ABBREVIATIONS

The addition of the glossary is an attempt to demystify the jargon of the Program for Cooperative Cataloging. Please forward suggestions for the glossary with any other comments about this manual to cast@loc.gov

APPENDIX B DELETED

The NACO Participants Manual, formerly in Appendix B, is one of the free subscription items sent to NACO institutions or to coordinators of funnel projects to distribute to their members as needed. A third edition will be available both in print and online.

PRINTING CONVENTIONS

Current production of some NACO documentation relies on scanning camera-ready copy. In order to make it easier in the future to convert documents to electronic files, LC's Cataloging Policy and Support Office has adopted the conventions of using a dollar sign (\$) to indicate a subfield delimiter symbol, and using a number symbol (#) for a blank. Newer pages in this update use these conventions; older pages may not.

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NACO TRAINING

Course Summary

This course trains new NACO participants to create and revise name authority records for contribution to the National Authority File; it also provides guidance for submitting proposals for new and revised LC subject headings for inclusion in *LCSH*. Its scope does not include music uniform title name authority records or series authority records, for which other training is required.

Learning Objectives

At the end of the course NACO participants will be able to:

1. Use the documentation relevant to the creation and revision of authority records.
2. Search the database for relevant access points.
3. Create and revise name authority records according to *AACR2* and the *LCRI*s.
4. Apply content designation in accordance with the *MARC 21 Authority Format*.
5. Evaluate existing name authority records.
6. Update and modify existing name authority records.
7. Optionally: Complete the LC subject heading proposal form.

Cooperative Cataloging Team
Regional and Cooperative Cataloging Division

Ruta Penkiunas, Team Leader

Telephone (202) 707-2826

Internet: rpen@loc.gov

FAX: (202) 707-2824

NACO TRAINING OUTLINE

DAY 1

Introductions, housekeeping, outline, PCC history, etc.

MARC 21 Authority Format (focus on Z1 (yellow pages); fixed fields & 670)

AFTERNOON

Searching (why, where, how much is required)

Practicum in utility input/update procedures, searching, etc.

DAY 2

Chapter 22 Personal names (review AACR2 & focus on LCRIs)

Chapter 26 References (personal names)

AFTERNOON

Practicum in searching and establishing personal names

DAY 3

Chapter 24--Corporate bodies (review of AACR2; focus on LCRIs)

Chapter 26--References (corporate names, focus on LCRIs)

AFTERNOON

Practicum in searching and establishing corporate names

DAY 4

Chapter 26 References (continued); review of corporate, personal names

Chapter 23 Geographic names (focus on LCRIs)

Chapter 25 Uniform titles (focus on LCRIs)

AFTERNOON

Practicum in establishing corporate, geographic, and personal names, etc.

DAY 5

Review and wrap-up

Administration and communication

SACO: contribution of subject heading proposals

Optional demo of LC online catalog, etc.

NACO PROGRAM BACKGROUND

The Name Authority Cooperative Project (NACO) began in 1977 as a joint project between the Library of Congress and the U.S. Government Printing Office (GPO) to use and maintain a common authority file which would reduce the cost of authority work, the most expensive aspect of cataloging. With the success of this initial project, NACO expanded to encompass many institutional participants. As of 1999, there are well over 300 libraries contributing as separate institutions or in one of the many NACO funnel projects.

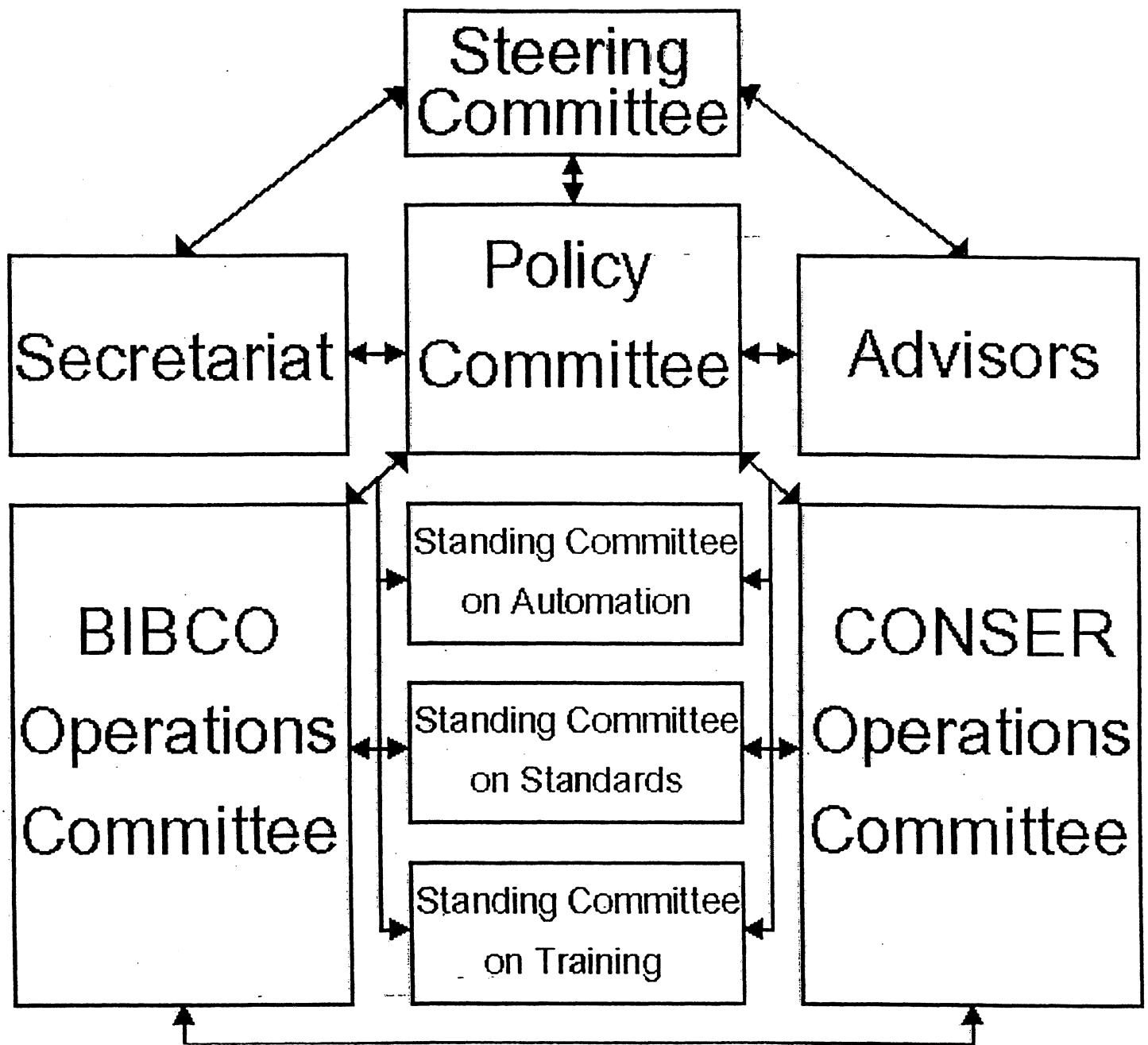
For the first ten years of the project, participating libraries contributed name and series authority records on paper worksheets to the Library of Congress where they were re-keyed and distributed to the bibliographic utilities via MARC distribution tapes. Today, most libraries contribute to the master file in the LC database via their bibliographic utility (OCLC or RLIN), creating an authority file which is truly national in scope and increasingly becoming international. Copies of all new and changed records are re-distributed by LC on a daily basis to our bibliographic utility partners in order to synchronize the three files. This exchange is now accomplished using the Internet's File Transfer Protocols (FTP).

NACO's benefits are many--not just to LC and the cooperating libraries, but to the national and international cataloging communities which benefit from these records as well. Not only are the costs of authority work shared, but duplication of effort is reduced, timeliness is improved, and coverage of the National Authority File (NAF) is expanded. NACO members share their expertise with the library community by serving as trainers and representatives to the governing body of NACO.

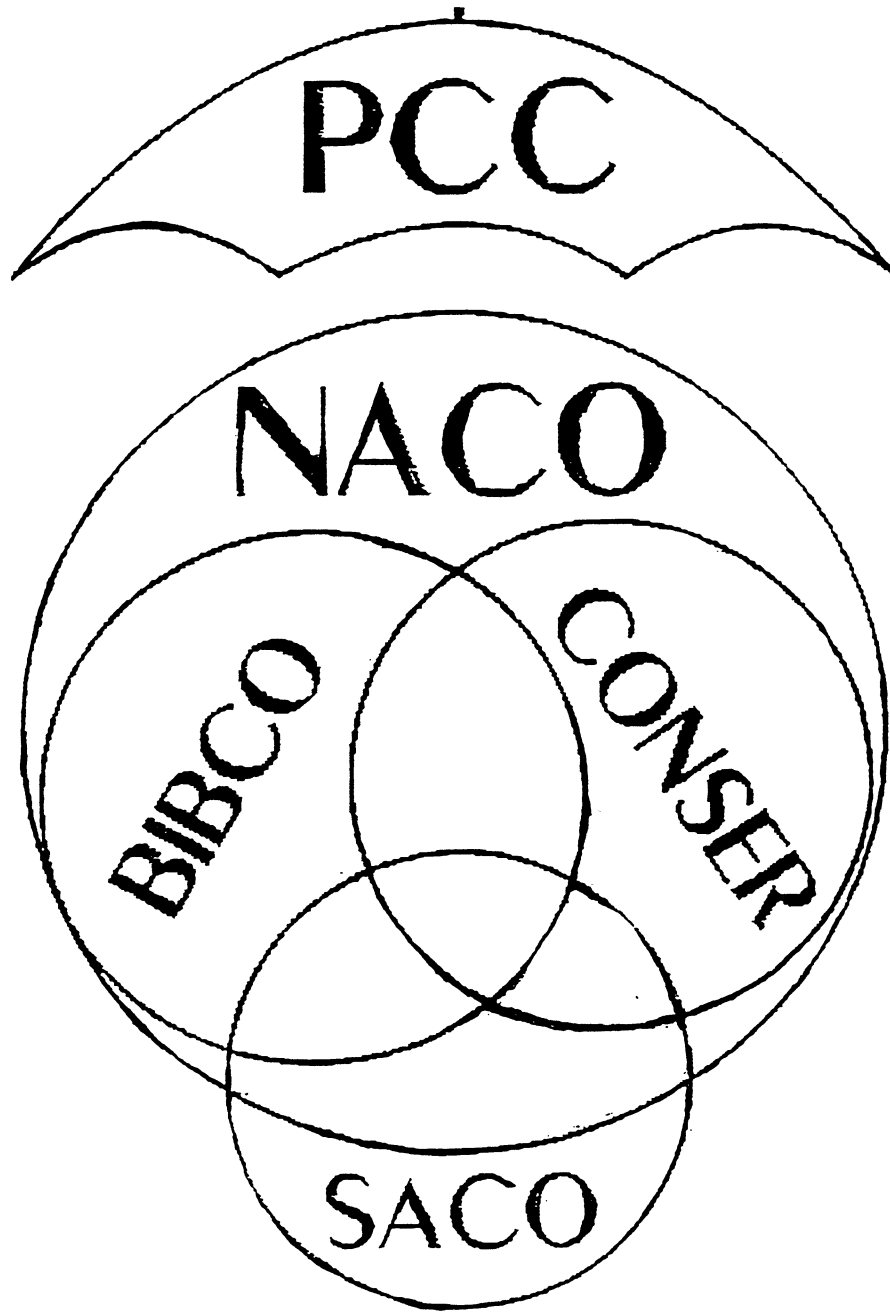
As NACO has matured from a two-library program to one which involves over 300, contributions to the file have also risen dramatically. NACO-contributed records accounted for roughly one half of all new name and series records added to the authority file in fiscal year 1998 (the Library of Congress accounts for the remainder). Fiscal Year 1996 witnessed the one millionth contribution to the file--an amazing feat accomplished only through cooperative efforts.

Membership in NACO is a prerequisite for contributing to BIBCO, the bibliographic component, and CONSER, the serials component of the Program for Cooperative Cataloging (PCC). SACO (Subject Authority Cooperative Project) is the fourth component of the PCC.

PCC Structure



PCC Programs Overview



NACO PARAMETERS

The following is a brief outline of the fundamental parameters within which all NACO participants agree to work.

The underlying principle of the NACO or National Authority File (NAF) is that participants agree to follow a common set of standards and guidelines when creating or changing authority records in order to maintain the integrity of a large shared authority file. During the week of NACO training these guidelines are discussed and built upon with an ever growing awareness of the need to streamline efforts while building a consistent and predictable file that will reduce the efforts of the global library community and maximize its resources.

BASIC DOCUMENTATION NEEDED

The first principle of the NACO program is that all authority contributions are to be formulated using the following documentation, some of which will be provided by the Coop Team at the time of training:

1. The *Anglo-American Cataloging Rules* (second revised edition) Chapters 22-26 and index. These rules must be applied by NACO partners in conjunction with the LCRIs.
2. The *Library of Congress Rule Interpretations* (LCRIs) Chapters 22-26. These guidelines provide the LC policies related to AACR2. They state the AACR2 options chosen, provide explanation and expansion of certain rules, etc. in an attempt to assure uniformity which will facilitate retrieval and increase the predictability of data elements in the NAF.
3. The *MARC 21 Authority Format*—The **white pages** are the basic pages which describe and illustrate the structural elements (content designation) of authority records, such as the leader, fixed fields, variable fields, subfields and all codes which are defined for these fields. NOTE: The Library of Congress does not implement all elements described in the white pages, and since the PCC program records follow LC guidelines, participants must refer to the supplements known as the **blue pages** when applying the content designation found in the basic text of the *MARC 21 Authority Format*.

4. The *LC Guidelines Supplement* to the *MARC 21 Authority Format*--known as the **blue pages**, are issued by the Network Development and MARC Standards Office of the Library of Congress to state which MARC elements in the white pages are not implemented by the LC. Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages.
5. *Descriptive Cataloging Manual Z1: Name and Series Authority Records* supplement to the *MARC 21 Authority Format*--known as the **yellow pages** or DCM Z1, constitute LC's internal procedural document used in the creation and modification of authority records. This document is issued by the Cataloging Policy and Support Office and is to be considered as the official procedures document for NACO participants. Suggested filing order for print copies of *MARC 21 Authority Format* used by NACO participants: white pages, blue pages, and then yellow pages.
6. The *Library of Congress Subject Cataloging Manual* (SCM) H405, *Establishing Certain Entities in the Name or Subject Authority File*

NEW NAME AUTHORITY RECORD CONTRIBUTIONS

NACO participants may contribute new **name authority records** (NARs) and may make changes to existing authority records in the NACO Authority File, with some exceptions.

NACO libraries may contribute **series** authority records and **music uniform title** authority records only after completing the appropriate **additional** training. Information on joining the NACO-Music funnel project and a schedule of series training workshops are available on request from the Cooperative Cataloging team.

NACO libraries are **not obligated** to contribute **all** authorities generated by their cataloging or any one individual heading, **except in the following cases:**

1. All bodies that are part of an established hierarchy; e.g., when establishing a body that is entered subordinately to its parent body, if an NAR for the parent body is not present in the NAF, it must be established and contributed as well.

| | | |
|---------------------------|-----|---|
| For this NAR: | 1xx | \$a Parent body . \$b Subordinate body |
| Another NAR is needed: | 1xx | \$a Parent body |

2. All bodies referred through in cross references; e.g., if a heading is entered independently and a reference is given through a higher body, the higher body needs to be represented in the authority file as well, this may mean that the library will need to create an additional name authority in addition to the one the library needs to use in its catalog.

| | | |
|---------------------------|-----|---|
| For this NAR: | 1xx | \$a Government agency (Jurisdiction) |
| | 4xx | \$a Jurisdiction . \$b Government agency |
| Another NAR is needed: | 1xx | \$a Jurisdiction |

3. All names and corporate bodies used in see also references (5XXs); e.g., when establishing a name for an author who uses a pseudonym, or a corporate heading representing an earlier and later change of name, the library will need to connect the headings by means of see-also's. In order to avoid blind references the participant will need to make sure that the corresponding heading is established.

| | | |
|---------------|----------|-------------------------------------|
| For this NAR: | 1xx | \$a Current name of business |
| | 5xx \$wa | \$a Earlier name of business |
| Another NAR | 1xx | \$a Earlier name of business |
| is needed: | 5xx \$wb | \$a Current name of business |

4. All headings under which uniform titles are entered; e.g., if a NAR for the uniform title *Works* is entered under an author who is not established in the NAF, a NAR for the author must be contributed as well.

| | | |
|---------------------------|-----|-------------------------------|
| For this NAR: | 1xx | \$a Author . \$b Title |
| Another NAR is needed: | 1xx | \$a Author |

MATERIALS IN OTHER LANGUAGES

The NACO database is an English-language database. Therefore, the 040 subfield \$b in authority records is always set to "\$b eng". NACO participants agree to use the conventions for qualifiers of authority headings which also reflect the English-language environment of the NACO database.

CHANGES TO EXISTING NAME AUTHORITY RECORDS

All headings in the NAF are eligible to be changed by NACO participants with the following caveat:

Participants should notify their Cooperative Cataloging liaison of any changes made on the English Short Title Catalogue (codes: ESTC, CU-RivES) or Eighteenth Century Short Title Catalogue (code: Uk-ES) headings (1XXs only) and notify the British Library before making a change to British Library (Uk) headings (1XXs only). This is because these catalogs are authoritative in their respective fields and the NACO program has agreed to factor in usage in those institutions' catalogs when making changes to their headings.

CANCELLATION OF NAME AUTHORITY RECORDS

The construction of the master file database utilized by the NAF does not allow for online cancellation of authority records by participants using the bibliographic utilities' software. Therefore, when candidates for deletion are identified (usually because of duplication) NACO participants are encouraged to forward requests for cancellation of NARs to their Coop Cat liaison.

BIBLIOGRAPHIC FILE MAINTENANCE (BFM)

In order that LC bibliographic records (as distributed by CDS) remain in synch with the NAF, we ask that NACO participants notify Coop Cat to perform bibliographic file maintenance if a heading (1XX) is changed and that heading has been used on LC bibliographic records. You may also need to notify or upgrade bibliographic records in the utilities because of these changes.

AUTHORITY (NACO) NORMALIZATION

NACO Normalization is a program requirement that has been agreed to by all copy holding participants of the NAF (LC, OCLC, RLIN) in order to detect duplicate records. This may affect how certain headings and cross references are formulated (e.g., libraries may need to create "non-unique" headings in order to avoid duplicates due to normalization or add certain references only to local files).

CUTTER NUMBERS (053s)

Libraries with large collections of literature often find that the presence of 053s (LC classification number for literary authors) on authority records are helpful in improving the efficacy of their workflow. NACO libraries, while not obligated, are encouraged to add 053s to their newly created authority records for literary authors.

However, in order to maintain the integrity of the LC Classification Schedules, 053s may be added only if these class numbers have appeared on LC-issued records. If a class number has not yet been assigned by LC, the Coop Cat team will provide the LC classification number. Instructions for requesting cutter numbers via the web appear on the NACO homepage on the PCC web site at: <http://www.loc.gov/catdir/pcc/053/053prop.html>

NAME AUTHORITY RECORD COMPONENTS

SIMILARITIES between NARs and bibliographic records

MARC 21 indicators and variable field tag numbers are the same (i.e., corporate 110 - conference 111 - personal 100)

EXCEPTION: 151s (place names) convert to 110s when used as jurisdictions (cf. AACR2 24.3E1)

MARC 21 subfield codes are the same

AACR2 rules and LC Rule Interpretations as to FORMULATION applied the same for both (Chapters 22-24)

EXCEPTION: Additions to ongoing conference hdg. not included in NAR (cf. LCRI24.7B)

DIFFERENCES between NARs and bibliographic records

No periods at the end of 1XX, 4XX OR 5XX fields (unless field ends with initials or abbreviation)

Note: If making a change to a NAR that contains periods at end of field delete period(s)

Fixed fields are different

Some variable fields are used differently:

- use 4XX for variants NOT series fields
- use 5XX for linking NARs NOT as note fields
- use 6XX FIELDS as note fields not SUBJECT fields

SUBFIELD W used to denote "special relationships" (5XX or 4XX)

Blank OCLC Authority Workform

ARN: NEW

Rec stat: n Entered: 19961311

► Type: z Upd status: _ Enc lvl: n Source: _

Roman: ■ Ref status: _ Mod rec: Name use: a

Govt agn: ■ Auth status: _ Subj: a Subj use: a

Series: n Auth/ref: a Geo subd: n Ser use: b

Ser num: n Name: _ Subd type: Rules: c ¶

► 1 040 MARC \$b eng \$c MARC ¶

► 2 1 _ _ _ ¶

► 3 4 _ _ _ ¶

► 4 4 _ _ _ ¶

► 5 4 _ _ _ ¶

► 6 5 _ _ _ ¶

► 7 670 ¶

► 8 670

► 9 675 ¶

Sample OCLC Authority Workform

| | | | |
|-------------------------------|---------------------|--------------------------------|-----------------|
| Entered: [date system suppl.] | | Replaced: [date system suppl.] | |
| ► Type: z | Upd status: a | Enc lvl: n | Source: c |
| Roman: ■ | Ref status: a | Mod rec: | Name use: a |
| Govt agn: ■ | Auth status a | Subj: a | Subj use: a |
| Series: n | Auth/ref: a | Geo subd: n | Ser use: b |
| Ser num: n | Name: a or n | Subd type: | Rules: c ¶ |

- 1 040 MARC \$b eng \$c MARC [system supplied]¶

- 2 1 ■ ■ ■ Heading, established following AACR2 and LCRIs ¶

- 3 4 ■ ■ ■ Simple see references, established following AACR2
and LCRIs ¶

- 4 4 ■ ■ ■ See references linking pre-AACR2 form of heading
(optional) \$ w control subfields ¶

- 5 5 ■ ■ ■ Simple see also references ¶

- 6 5 ■ ■ ■ See also references to other established AACR2
headings (earlier/later) \$ w control subfields ¶

- 7 670 Title of work being cataloged, date of publication: \$b
location of data (data as found, enclosed in parentheses) next location within
same work (additional data found, enclosed in parentheses) ¶

- 8 670 File searched, date \$b (hdg.: as found in 1XX, 6XX,
7XX in record; usage: as found in transcribed fields, such as the 245 \$c) ¶

- 9 667 Information found which may help others, but not
biographical data ¶

- 10 675 Reference sources where no information was found
about this heading; \$a other reference sources, etc.¶

NACO NORMALIZATION EXERCISE

Which 4XX cross references should be deleted because their normalized forms match the 1XX heading?

| | | |
|-----|--|--|
| 151 | | T'bilisi (Georgia) |
| 451 | | Tiflis (Georgia) |
| 451 | | Tbilisi (Georgia) |
| 451 | | Tiflis [OLD CATALOG HEADING] |
| 451 | | Tbilisi (Georgian S.S.R.) [EARLIER ESTABLISHED FORM] |
| 451 | | T'blisi (Georgia) |

| | | |
|-----|---|--|
| 110 | 2 | Ballard-Carlisle Historical & Genealogical Society |
| 410 | 2 | Ballard-Carlisle Historical and Genealogical Society |
| 410 | 2 | Ballard-Carlisle Historical-Genealogical Society |

| | | |
|-----|---|--|
| 110 | 1 | United States. \$b Office of the Under Secretary of Defense, Acquisition |
| 410 | 1 | United States. \$b Office of the Under Secretary of Defense for Acquisition |
| 410 | 1 | United States. \$b Under Secretary of Defense, Acquisition |
| 410 | 1 | United States. \$b Office of the Under Secretary of Defense (Acquisition) |

| | | |
|-----|---|--------------------------|
| 100 | 2 | Torrealba Ramos, Isabela |
| 400 | 2 | Torrealba-Ramos, Isabela |
| 400 | 1 | Ramos, Isabela Torrealba |

| | | |
|-----|---|-----------------------------|
| 100 | 1 | Epard, Jean-Luc |
| 400 | 1 | Epard, J.-L. \$q (Jean-Luc) |
| 400 | 1 | Epard, Jean Luc |

NORMALIZATION: THINGS TO REMEMBER

1. A 4XX may **NOT** normalize to the same string as a 1XX
2. A 4XX may **NOT** normalize to the same string as another string in the same NAR
3. A 4XX **MAY** normalize to the same string as a 4XX in another NAR
4. A 5XX **MUST** match a 1XX on another NAR in the name authority file
5. MARC tags (name heading types) are **NOT** taken into account when comparing heading strings for uniqueness

FIXED FIELD CONVERSION TABLE

| OCLC | MARC 21 | Name of Element | Values |
|-------------|-----------|--------------------------------|---|
| ENC LVL | LEADER/17 | Encoding Level | o = early notice n = verified* |
| UPD STATUS | 008/31 | Record update in progress | a = verified; can be used* b = being updated |
| REF STATUS | 008/29 | Reference Evaluation | a = valid refs* b = unevaluated n = no refs* |
| AUTH STATUS | 008/33 | Level of Establishment | a = full* b = memo c = provisional* d = preliminary |
| NAME | 008/32 | Undifferentiated Personal Name | a = personal name* b = non-unique* n = not a personal name* |
| RULES | 008/10 | Descriptive Cataloging Rules | a = earlier b = AA1 c = AA2* d = compatible* |
| SOURCE | 008/39 | Cataloging Source | [blank] = LC and national libraries c = PCC library* d = Other u = Unknown |

*value most likely to be used by PCC library

"W" CONTROL SUBFIELDS IN 4XX AND 5XX FIELDS

Values

| 4XX | Byte 0 1st Position | Byte 1 2nd Position | Byte 2 3rd Position | Byte 3 4th Position |
|-----|--|------------------------|------------------------|------------------------|
| | n | n | n a e | n a b |
| | 3rd Position: a = pre-AACR2 heading (linking reference) e = earlier AACR2 heading 4th Position: a = reference not made (displayed) b = cataloger-generated reference with 664 (may find, but never make) | | | |
| | | | | |
| 5XX | a b n | n | n | a c n |
| | 1st Position: a = earlier heading b = later heading n = default | | | |
| | 4th Position: a = reference not made (displayed) (used in only one case) c = cataloger-generated reference with 663 (used with pseudonyms only) | | | |

"W" CONTROL SUBFIELDS IN 4XX AND 5XX FIELDS

Possible Combinations

| | USMARC | UTILITY | EXPLANATION |
|------------|-----------------------|--------------------------------|--|
| 4XX | nnnn | BLANK | Simple cross reference Do not supply any \$w values |
| | nnan | nna | Linking reference to a pre-AACR2 heading (optional) |
| | nnaa | nnaa | Pre-AACR2 heading is not a valid AACR2 reference |
| | nnen | nne | Valid cross reference was also an earlier AACR2 heading |
| | nnnb | nnnb | Reference not displayed; 664 field used (may find but never use) |
| | | | |
| 5XX | nnnn | BLANK | Simple see also reference Do not supply any \$w values |
| | annn | a | Earlier heading |
| | bnnn | b | Later heading |
| | nnnc | nnnc | See also reference for pseudonyms (663 field used) |
| | nnna bnnna anna | nnna bnnna anna | Reference not made (displayed) cf. RI26.3B-C(1b), p. 2 (unlikely ever to use) |

wcontrpc June 2000.wpd June 19, 2000

FUNCTIONS OF THE 670 FIELD

- ◆ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references.
- ◆ To store information that may be used to break a conflict later.
- ◆ To identify a person with a particular work or as an author in a particular discipline or time period.
- ◆ To identify separate individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings).
- ◆ To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other headings.
- ◆ To record research required by the current rules.
- ◆ To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate headings and misattributions.
- ◆ To support machine manipulation based on algorithms using information in the 670.

670 Field : Source Data Found

subfield a (source citation): ***Title proper, Date of publication***

subfield b (information found in source): ***Specific location of the information found (such as, t.p., jkt., cover, p. 97), information found, enclosed in parentheses***

Example: 670 The new book of electrocardiography, c1994: \$b t.p.(Belinda B. Barnes, M.D.) back cover (head of surgery, Arlington Hospital Center, Arl., Va.) p. 3, etc. (b. 1946; d. 1994; heart specialist)

Other special types of citations:

Citing LC records found in OCLC:

670 OCLC, Aug. 18, 1994 \$b (hdg.: Root, Elijah Paul, 1882-1947; usage: E.P. Root)

Citing LC Minimal Level cataloging records found in OCLC:

670 OCLC, Aug. 8, 1994 \$b (LC MLC hdg.: Knarr, Bruce Alan, 1946-; usage: Bruce Alan Knarr)

Citing the National Union Catalog (NUC) You may see:

670 NUC pre-56 \$b (Parker, Sir David Thomas, 1882-)

You may see, but never make citation to the file formerly called LC PREMARC file:

670 LC PREMARC file \$b (Rotterdam Tire Co., inc.)]

Citing Old catalog headings from LC's OPAC:

670 LC database, Sept. 24, 1999 \$b (hdg: John, William David, 1898- [from old catalog]; usage: not given)

Citing reference sources:

670 Nat. fac. dir., 1994 \$b (John W. Smith, prof. of pharmacy, Univ. of Illinois, Urbana-Champaign; Ph. D., 1983 from Univ. of Michigan; b. Dec. 2, 1945)

670 DNB \$b (Suarez, Benita; author, poet, musician; b. Mar. 20, 1924 in Los Angeles)

Citing telephone calls:

670 Phone call to T. Solís, Aug. 12, 1994 \$b (Theodore Solis, prefers to use form: Ted Solís)

Citing BGN (Board on Geographic Names):

670 BGN, May 23, 1993 \$b (Provincia di Varese [Varese = brief]; 44°22'N, 9°37'E)

Citing other files or catalogs:

670 NLC, Aug. 22, 1993 \$b (Jones, Phyllis Markham, 1956-)

670 RLIN, Feb. 2, 1987 \$b (hdg.: Parker, Bitterhaus & Phlung)

670 NLM files, Mar. 15, 1991 \$b (Porterhouse, Phyllis, M.D.)

670 LC database, 18 Aug. 1994 \$b (hdg.: Miles, Austin, 1933-; usage: Austin Miles; Kokomo the Clown)

670 (Sources found) : Things to remember

(cf. DCM Z1 670 field)

Attributes of the 670 field:

- ★ a repeatable variable field**
- ★ contains no indicators**
- ★ contains two non-repeatable subfields (\$a and \$b)**

Generally:

- ◆ Information contained in subfield \$a consists of the title proper of item being cataloged or reference source and date of publication (may or may not include the main entry)**
- ◆ Information in subfield \$b shows usage of name being established as found on chief source of item being cataloged or in a reference source and may include other information about the person/body being established**
- ◆ Personal names in subfield \$b are transcribed “as found” on chief source along with any titles,**

etc., variants are transcribed “as found” in other locations within items or in reference source

(i.e., direct order vs inverted construction)

◆ The first 670 corresponds to the item being cataloged (that which caused you the need to establish the heading)

◆ Information found within the item being cataloged is added in the same 670 subfield \$b (e.g., variant forms, dates, etc.)

◆ Information in 670s of existing NARs is rarely changed (except for egregious errors)

◆ Information is added to the 670 of a NAR originally created for a CIP item when published item shows variant forms, etc.

EXAMPLE: NAR 670 based on CIP cataloging information:

**670 \$a Mexican American farm workers, c2000: \$b CIP t.p.
(Juan Gonzalez, Jr.)**

EXAMPLE: NAR 670 modified with information found in published item:

**670 \$a Mexican American farm workers, c2000: \$b CIP t.p.
(Juan Gonzalez, Jr.) bk t.p. (Juan L. Gonzales, Jr.)**

◆ Additional 670s are generally added in

succession, not inserted before extant 670s

- ◆ **Date of searching/consultation is added to all non-print citations (e.g., databases, phone calls--those sources that are dynamic). Include month, day and year**
- ◆ **Dates in 670s include the month spelled out or abbreviated**
- ◆ **Subfield \$b is not necessary when the exact form of name being established is included in subfield \$a (title of item being cataloged) and no other information needs to be recorded, e.g., date of birth, fuller form of name, loc. of corporate body or place**

Example: 670 \$a A biography of Ralph Waldo Emerson, 1921.

- ◆ **Except for the parentheses in the subfield \$b, there is no prescribed punctuation in the 670**

Generally:

Punctuation should help set off information so that data provided is clear to users of the authority file who do not have the same item in hand (e.g., date of publication preceded by a comma

helps the user to know that the date is not part of the title)

Location data and other information in subfield \$b may be abbreviated so long as it is clear what is meant

If information provided is not in English avoid abbreviations when these might be confusing

Information found in different locations within the same item may be given within its own set of parentheses preceded by the location where information was found

Example:

670 \$a The filming of The day the earth stood still, 1998 \$b t.p.
(Michael Rennie) jkt (Michael J. Rennie; Ph.D., actor)

Location information is not needed when citing a database or alphabetical reference source

670 \$a WWW, The day the earth stood still home page, Aug.
10, 2000 \$b (Michael Rennie; b. 1925; d. 1954)

When citing OCLC, RLIN or other bibliographic data bases cite usage to reinforce choice of heading (cf. DCM Z1 p. 6)

REMEMBER:

The required elements in the 670 are:

The title proper of the item being cataloged

The date of publication of the item

Citation of the name being established in parentheses (generally but not always from chief source) except as noted above, when all information is given in the title

Other information required as needed:

Justification of the variant forms of names

Justification of titles, dates, fuller forms of name, etc. when included as part of headings or in references either from the chief sources of information or from other locations

Reference source citations, etc.

NOTE: Other information that would be useful to

properly identify a person/corporate body or resolve a future conflict (if readily available) should be supplied in subfield \$b. Such information may include:

fuller/variant form of name not used in heading or reference

location/date of founding of a corporate body

title associated with name (but not used in 1xx),

highest academic degree received,

birth place/location of corp. body

current place of residence or work

areas of interest unrelated to authorship,

670 \$a Angels dancing on the head of a pin, 1900: \$b (Angela Jones) front flap (MBA Univ. of Tex., Austin; b. in Puerto Rico; res. in Fargo, N.D.; breeds horses)

Remember:

A NAR does not stand as a biographical or historical record of person or corporate body. Do not routinely supply such information

NACO encourages the use of macros and other time saving, cost effective devices in the creation of NARs.

Attributes & Functions of the 675 Field

675 (Sources not found) :

Attributes:

- ★ a non repeatable variable field**
- ★ contains no indicators**
- ★ the subfield \$a is repeatable and is the only subfield allowed**

Note: information which would be given in a subfield \$b of a 670 should be included as part of subfield \$a in the 675 (especially when justifying earlier/later links (cf. LCRI 26.3 B-C p. 2, no. b))

675 Functions:

- ◆ To record bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters)**
- ◆ To show the need for creating a non-differentiated personal name authority record**
- ◆ To save other catalogers the time of checking the same source**

◆To show that no information was found to support the choice/form of the 1xx

◆To show that no information was found to support the choice/form of the 1xx

(cf. LCRI 26.3 B-C p. 2, no. b)

SAMPLE NAR for earlier/later citation:

110 2 \$a State Botanical Garden of Georgia

510 2 \$a University of Georgia. \$b Botanical Garden \$w b

670 \$a Flora and fauna of the State Botanical Garden of Georgia, 1989.

675 \$a Strawberry fields forever, 2001: t.p. (Botanical Garden of the University of Georgia)

Attributes & Functions of the 667 Field

667 (Non-public note)

Attributes:

- ★ Repeatable variable field
- ★ Contains no indicators
- ★ Non-repeatable subfield \$a is the only subfield allowed

667 Most Common Functions:

- ◆ To assert that different authority records with similar names have been determined to be unique:

100 1 Jones, George W., \$d 1945-
667 Not the same as: Jones, George W. (n96012345)

- ◆ To record that not enough information was available to make such a determination:

100 1 Jones, George W., \$d 1945-
667 Cannot determine if same person as: Jones, George W.
(n96012345)

- ◆ To help catalogers by recording information to

670/667/675
Things to Remember

reflect a possible change in the name of corporate body and/or possible relationships with other headings

◆ To record non-biographical, non-historical information which may be helpful to determine why NAR was coded “provisional” (008/33=c) or “preliminary” (008/33 =d)

667 Not enough information to establish parent body in French

667 Data contributed by the Dance Heritage Coalition for the New York Public Library Dance Collection.

670-675-667 things to remember.wpd



Library of Congress

CDS Technical Notice

Machine-Derived Name Authority Records

As a result of a joint research project between the Library of Congress and OCLC, LC has begun loading machine-derived name authority records into its Name Authority File. The first of the machine-derived name authority records are distributed in this issue of MDS-Names (volume 20, issue 51).

Approximately 66,000 records for personal names, corporate bodies, and uniform titles will be loaded, 1,000 to 3,000 per day until all the records have been added to the Name Authority File. As the records are loaded they will be distributed.

Background

The project is beginning with music records because, according to established guidelines, the music catalogers do not create authority records for all uniform titles used in bibliographic records. For authority control of these uniform titles, the bibliographic file in conjunction with the authority file has served as the authoritative source for all the music uniform titles. As a result of the research project, several thousand bibliographic records which have not been examined by Library of Congress catalogers will be added to the LC Music File. In order for the music catalogers to continue to have workable access to authoritative headings, the headings currently in the LC Music File not covered by authority records will have machine-derived authority records created for them.

The Process

OCLC is comparing the headings (personal names, corporate names, and name/uniform titles) currently in LC's Music File against the Name Authority

File. Those headings not covered by authority records will have machine-derived authority records created for them.

The machine-derived authority records will include a 1XX field, a 670, and a 667 with the legend "Machine-derived authority record." Field 670 will contain the legend "LCCN," the LCCN of the source record, a shortened form of the 1XX main entry (if there is one) of the bibliographic record, a title citation which will include data from the 245 subfield \$a, a date, and if the heading appears in subfield \$c of field 245, a usage citation. The 1XX main entry is included because it was determined that with the high number of music records that contain a non-distinctive 245 title, the additional information could be essential in many instances to identify the source record. The date is taken from the 008/7-10 of the source bibliographic record. In some instances, cross references may be generated if certain formulaic situations occur, such as a compound surname. The level of establishment of these records in the 008/33 will be "d" for "Preliminary".

These records will be used, modified, and upgraded according to normal LC/NACO authority procedures. However, if appropriate, the "Preliminary" coding in the 008/33 should be replaced. If a more established level for these machine-derived authority records becomes available, the legend "Machine-derived authority record" will be removed from field 667 and replaced by an appropriate fixed field code.

Questions regarding the machine-generated music uniform title records can be directed to:

Deta S. Davis
Special Materials Cataloging Division
Library of Congress
Washington, DC 20540-4373

email: ddav@loc.gov
phone: (202) 707-5259

December 1997

For more information about LC's MARC Distribution Services, contact:
Library of Congress ■ Cataloging Distribution Service ■ Customer Services Section
Washington, DC 20541-5017 USA ■ Phone: (202) 707-6100 ■ Fax: (202) 707-1334
TDD number: (202) 707-0012 ■ Internet: cdsinfo@loc.gov

MACHINE-DERIVED NAME AUTHORITY RECORD-TWO VIEWS

OCLC

LC/NACO - NAME

ARN: 4649744

Rec stat: c Entered: 19980204

| | | | |
|-------------|----------------|--------------|-------------|
| ► Type: z | Upd status: a | Enc lvl: n | Source: c |
| Roman: ■ | Ref status: n | Mod rec: | Name use: a |
| Govt agn: ■ | Auth status: a | Subj: a | Subj use: a |
| Series: n | Auth/ref: a | Geo subd: n | Ser use: b |
| Ser num: n | Name: a | Subdiv tp: n | Rules: c ¶ |

► 1 010 no 98061016 ¶

► 2 040 OCoLC #c OCoLC #d DLC ¶

► 3 005 19980319132638.9 ¶

► 4 100 1 Solare, Juan-Mar'ia ¶

► 5 667 Machine-derived authority record. ¶

► 6 670 LCCN 97-706392: Solare, J. Seis bagatelas (1987) f"ur Fl"otentrio, c1996: #b (usage: Juan-Mar'ia Solare) ¶

► 7 670 His Suite modal, c1995: #b cover (Juan-Mar'ia Solare) Harrassowitz slip (b. 1966) ¶

RLIN

| | | | | | |
|--------------------------|-----|-----|-------------|-------------|---------|
| NAF/SAVE | NAF | FUL | NAF09861016 | Authorities | DCLH-BF |
| Invalid in this function | | | | | |

ID:NAF09861016 ST:p EL:n STH:a MS:c UIP:a TD:19980319132638

KRC:a NMU:a CRC:c UPN:a SBU:a SBC:a DID:n DF:02-04-98

RFE:n CSC:c SRU:b SRT:n SRN:n TSS:? TGA:? ROM:? MOD: LCT:

VST:d 03-19-98 Other Versions: earlier

010 no 98061016

035 (OCoLC)oca04649744

040 OCoLC#cOCoLC#dDLC

100 10 Solare, Juan-Mar'ia

667 Machine-derived authority record.

670 LCCN 97-706392: Solare, J. Seis bagatelas (1987) f"ur Fl"otentrio, c196:#b(usage: Juan-Mar'ia Solare)

670 His Suite modal, c1995:#bcover (Juan-Mar'ia Solare) Harrassowitz slip (b. 1966)

NOTE: The record above, shown in versions for both utilities, was created originally as a machine-derived authority record in a special project. It has been modified by the addition of a 670 for an item in hand, with the resulting change in code from d (preliminary) to a (full) in Auth Status and STH. The 667 should have been removed when the record was updated.

September 13, 1999

NACO Day 1, p. 25a

Content Designation Exercise : Personal Names

1. 100 1 O'Connor, Sandra Day, \$d 1930-
2. 1__ __ Jones, R. M. (Ronald Mervyn)
3. 1__ __ Le Bret, Monsieur, (Alexis-Jean), 1693-1772?
4. 1__ __ Al-Jamali, Abbas F., 1943-
5. 1__ __ West, Mrs. (Jane), 1758-1852
 4__ __ Author of The loyalists, 1758-1852
 4__ __ Loyalists, Author of the, 1758-1852
 4__ __ Advantages of education, Author of, 1758-1852
6. 1__ __ Bonaventure, Father, O.F.M., 1885-1967
7. 1__ __ Presley, Elvis, 1935-1977 (Spirit)
8. 4__ __ Baldung, Hans, called Grien, d. 1545 [*linking ref.*] \$w
9. 1__ __ Doyle, Arthur Conan, Sir, 1859-1930 (Spirit)
10. 1__ __ Davies, Edward J., II, 1947-
11. 1__ __ Proust, Marcel, 1871-1922. Amour de Swann. English
 4__ __ Proust, Marcel, 1871-1922. Du cote de chez Swann.
 Amour de Swann. English
12. 1__ __ Giles, of Rome, Archbishop of Bourges, ca. 1243-1316.
 Works. 1985
13. 1__ __ Llorens Torres, Luis, 1876-1944. Selections. 1986
14. 1__ __ Poe, Edgar Allan, 1809-1849. Poems. French.
 Selections
15. 1__ __ Blake, Wendon. Seascapes in watercolor
 4__ __ Blake, Wendon. Watercolor painting book. 3,
 Seascapes in watercolor
16. 1__ __ Trudeau, G. B., 1948- Doonesbury book. Italian.
 Selections

Content Designation Exercise : Corporate Names and Uniform Titles


1. 1__ __ First African Baptist Church (Tuscaloosa, Ala.)
2. 1__ __ Kenya. Constitution (1979)
3. 1__ __ Western Association of Fish and Wildlife Agencies
(U.S.). Conference
4__ __ Conference of the Western Association of Fish and
Wildlife Agencies
4. 1__ __ International Conference on Transportation for the
Nuclear Industry (1st : 1988 : Stratford-Upon-Avon,
England)
5. 1__ __ ELMIA-AVFALL 79 (1979 : Jönköping, Sweden)
4__ __ Congress "Elmia-Avfall '79 (1979 : Jönköping,
Sweden)
6. 1__ __ Women's Week 1984 (1984 : Montgomery College)
7. 1__ __ Biennale d'arte antica (*Hint: Conference name*)
4__ __ Bologna . Biennale d'arte antica [*linking ref.*] \$w
8. 1__ __ Bible. English. Authorized Version. 1994
9. 1__ __ Journal (Historical Society of Long Beach)
10. 1__ __ Treaty of Amiens (1802)
11. 1__ __ Hawick (Scotland)
4__ __ Hawick (Roxburghshire) [*prev. AA2 hdg.*] \$w
4__ __ Hawick, Scot [*linking ref.*] \$w
12. 1__ __ Thompson, Tommy George, 1941-
5__ __ Wisconsin. Governor (1987- : Thompson)
13. 1__ __ State Botanical Garden of Georgia
4__ __ Georgia. State Botanical Garden


Memorandum

LIBRARY OF CONGRESS

TO : Distribution

DATE: July 30, 1996

VIA : Barbara B. Tillett 
Chief,
Cataloging Policy and Support Office

FROM : Lynn M. El-Hoshy 
Senior Cataloging Policy Specialist
Cataloging Policy and Support Office

SUBJECT: Implementation of Changes regarding "Headings for Certain Entities"

In March, Robert M. Hiatt announced that the Executive Council of the Program for Cooperative Cataloging had approved the recommendations of the PCC Task Group on Name Versus Subject Authorities. In April, he circulated drafts of DCM Z11 and LCRI 23.1, 23.4F2, and 24.1, and a new LCRI 24.7 that were written to effect the changes recommended by the group. Based on comments received from staff at LC and cooperating libraries, those documents were revised and are now available for distribution. The cataloging policies stated in them regarding "Headings for Certain Entities" are being implemented effective August 1, 1996. In addition, corresponding instruction sheets from the *Subject Cataloging Manual: Subject Headings* (H 405, H 720, H 1365 and H 1592) were rewritten to reflect the new policies and will be distributed when the 5th edition of the manual is ready in the fall.

Headings for cemeteries, city sections, concentration camps, and country clubs, which were formerly listed as "Group 3" on Z11 and H 405 and represented by authority records that could reside in either the name authority file or the subject authority file, will henceforth be established only in the name authority file. In addition, the tags of headings for cemeteries, concentration camps, and country clubs will change from 151 to 110, and the headings will be formulated in accordance with general rules for corporate name headings and the appropriate LCRI. Headings for events that are formally convened, directed toward a common goal, and capable of being reconvened, and that have formal names, locations, and dates that can be determined in advance will now be established in the name authority file according to the provisions of chapter 24, AACR2 and LCRI 24.7 and 24.8 and will be tagged as 111. This category includes sporting events, parades, and contests that have previously been established in the subject authority file. Events that generally cannot be repeated and have formal names only after the fact, including natural and man-made disasters, riots, battles, reigns, and rules, will remain as subjects.

After August 1, 1996, all new headings for cemeteries, city sections, concentration camps, country clubs, and formally organized events of the type described above should be established in the name authority file. Existing records for cemeteries that are in the subject authority file will be transferred by staff of the Subject Headings Editorial Team in CPSO as a project. Headings for city sections, concentration camps, and organized events that are now established as subjects should be cancelled from the subject authority file and re-established in the name authority file according to the procedures given in DCM Z11 as they are needed for use in current cataloging.

Distribution:

ASCD (8)
 HLCD (9)
 RCCD (10)
 SMCD (6)
 SRD (5)
 SSCD (8)

Beacher Wiggins, LS CAT
 Susan Morris, LS CAT
 John Byrum, RCCD
 John Celli, CIP
 Kim Dobbs, SRD
 Jeff Heynen, HLCD
 Regene Ross, SSCD
 David Smith, DEWEY
 Barbara Tillett, CPSO
 Sue Vita, SMCD
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 Sarah Thomas, LS PSC

CPSO Policy Specialists
 James Tyler, CPSO
 Ron Goudreau, CPSO

Judith Austin, HSS/LH&G
 Randy Barry, NDMSO
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 James Gentner, OVOP
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 Jim Kimball, CDS/CAS
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Elizabeth Mangan, G&M
 Jacki Reamy, CIP
 Virginia Schoepf, DEWEY
 Irene Schubert, PMO
 Linda Stubbs, MBRS
 Mike Walsh, ORD
 Vicky Wulff, MUS
 Emily Zehmer, MSS

SEARCHING

WHY SEARCH:

To prevent duplication

To gather additional information from existing headings on bib records to assure proper choice and form of heading

To report Bibliographic File Maintenance (BFM) if necessary

WHERE TO SEARCH:

National level name authority file (NAF)
(FOR 1XX, 4XX, AND 5XX)

Bibliographic files in utility

Your local files

Optionally: LC Database via Web OPAC

WHAT TO SEARCH:

1XX

4XX (Remember to consider NACO Normalization!)

5XX

DEFINING YOUR "UNIVERSE"

MUST search NATIONAL AUTHORITY FILE

MUST search for headings on bib records with 040 \$c DLC or \$d DLC.
LC bib records with headings marked [from old catalog] may not be eligible for BFM.

MAY include headings found on non-LC records in utilities and local files.

REMEMBER TO SEARCH CROSS REFERENCES AS WELL AS HEADINGS!

24 HOUR RULE TO AVOID DUPLICATE HEADINGS

Every 24 hours, the database changes.

Searches to avoid duplication are valid only for 24 hours.

If a NAR is saved longer than 24 hours before contribution,
search again.

Search 1xx, 4xx, and 5xx in bib and authority files.

BIBLIOGRAPHIC FILE MAINTENANCE (BFM)

NACO Requirements:

A NACO library need not contribute a NAR for every name encountered in its cataloging stream. Some libraries do NACO work on selected portions of their collections. However, once a NACO library contributes or changes a NAR, it also commits itself to helping the Library of Congress keep the national database under authority control by sending BFM reports to the LC Coop Team liaison.

Authority control = access points on bibliographic records match headings in established authority records

When to report BFM:

Search in OCLC for bib records related to the NAR.

If the 1xx on the new or changed NAR **matches** headings on the related bibliographic records, no BFM is needed.

If the 1xx on the new or changed NAR **does not match** headings on the related bibliographic records, check the bib record's 040 to determine if the record is in the national database at the Library of Congress.

In OCLC, LC records are indicated by "DLC" in the 040; "DLC" in a brief list display; and "D" in the right margin of a truncated list display.

Please report BFM if the record's 040 contains **either \$c DLC or \$d DLC**.

Example of email message:

To: [Coop NACO liaison]
Subject: BFM (Optionally, include a record number: n94104155)
Message: n94104155 Wesberg, David, 1964- on bib records 94-221725, 95-167060

*****Reminder:** always include the NAR's prefix and id numbers, and all or part of the name. Optionally, include bib record id numbers.

Headings labeled "[from old catalog]" found in the LC Online Catalog:

NACO libraries are not required to search the LC online catalog for their NACO work. The LC online catalog contains older records with headings which may not match NARs in the National Authority File. Further information about these headings and related BFM can be found in the "FAQ on Reporting BFM" found on the PCC web page.

OCLC truncated list display

| | | | |
|----|----------------|--|--------|
| 39 | Josling, J. F. | Execution of judgment; includ Oyez, | 1966 U |
| 40 | Josling, J. F. | High court practice in 1964 / Oyez, | 1963 D |
| 41 | Josling, J. F. | A History of the Souvenir Nor Ferndale Press | 1987 U |
| 42 | Josling, J. F. | The law of clubs : with a not Oyez Publicati | 1964 U |
| 43 | Josling, J. F. | The law of clubs: with a note Oyez, | 1969 D |
| 44 | Josling, J. F. | The law of clubs, with a note Oyez, | 1975 D |
| 45 | Josling, J. F. | The law of clubs : with a not Oyez, | 1981 D |
| 46 | Josling, J. F. | Law of clubs : with a note on O. Longman, | 1984 D |
| 47 | Josling, J. F. | Law of clubs : with a note on Longman, | 1987 D |
| 48 | Josling, J. F. | Naturalisation and other meth The Solicitors | 1949 |
| 49 | Josling, J. F. | Naturalisation and other meth Solicitors' La | 1960 D |
| 50 | Josling, J. F. | Naturalisation and other meth Oyez Publicati | 1965 D |
| 51 | Josling, J. F. | Periods of limitation : with Oyez Publishin | 1981 U |
| 52 | Josling, J. F. | Periods of limitation : with Longman Profes | 1986 D |
| 53 | Josling, J. F. | Periods of Limitation : with Longman, | 1989 U |
| 54 | Josling, J. F. | Periods of limitation with so Solicitors' La | 1951 D |
| 55 | Josling, J. F. | Periods of limitation, with s Solicitors' La | 1960 D |
| 56 | Josling, J. F. | Periods of limitation, with s Solicitors' La | 1962 |
| 57 | Josling, J. F. | Periods of limitation, with s Oyez, | 1969 D |

OCLC brief list display

- 1 O'Halloran, Kerry. Adoption in the two jurisdictions of Ireland : a comparative study / Kerry O'Halloran. Aldershot ; Brookfield, USA : Avebury, c1994. DLC OCLC: 30811881 In DLC
- 2 O'Halloran, Kerry. Adoption law and practice / Kerry O'Halloran. Dublin : Butterworth Ireland, 1992. DLC OCLC: 31131659
- 3 O'Halloran, Kerry. Adoption law in Northern Ireland / Kerry O'Halloran. Belfast : SLS Legal Publications, School of Law, Queen's University, 1994. DLC OCLC: 30035701
- 4 O'Halloran, Kerry. A study of the r^ole of the welfare principle in relation to the work of the wardship jurisdiction and the statutory law governing the custody, and the care, protection and control of children in Northern Ireland. 1987. OCLC: 28157724
- 5 O'Halloran, Kerry. Wardship in Northern Ireland / by Kerry O'Halloran. Belfast : SLS, 1988. UKM OCLC: 20169230

Would you report BFM for these records?

OCLC: 12183190 Rec stat: n
Entered: 19850621 Replaced: 19940510 Used: 19960608
Type: a ELvl: I Srce: Audn: Ctrl: Lang: eng
BLvl: m Form: Conf: 0 Biog: MRec: Ctry: enk
 Cont: GPub: Fict: 0 Indx: 0
Desc: Ills: k Fest: 0 DtSt: s Dates: 1960,
 1 010 60-4438/L
 2 040 DLC |c VAL
 3 043 e-uk---
 4 082 323.6142
 5 090 |b
 6 049 DLCC
 7 100 1 Josling, J. F.
 8 245 10 Naturalisation and other methods of acquiring British
nationality.
 9 250 2d ed.
 10 260 London, |b Solicitors' Law Stationery Society, |c 1960.
 11 300 94 p. |b forms. |c 22 cm.
 12 440 0 Oyez practice notes, |v no. 12
 13 650 0 Naturalization |z Great Britain.
 14 650 0 Citizenship |z Great Britain.

OLUC an #27885690

Record 1 of 1

HELD BY DLC - 361 OTHER HOLDINGS

OCLC: 27885690 Rec stat: c
Entered: 19930812 Replaced: 19950729 Used: 19961014
Type: a ELvl: Srce: d Audn: Ctrl: Lang: eng
BLvl: m Form: Conf: 0 Biog: MRec: Ctry: cau
 Cont: b GPub: Fict: 0 Indx: 1
Desc: a Ills: a Fest: 0 DtSt: s Dates: 1993,
 1 010 92-85039
 2 040 ODa c DLC
 3 020 0963163892 (pbk.) : c \$13.95
 4 042 lccopycat
 5 043 n-us---
 6 050 00 HV875.55 b .H53 1993
 7 082 00 362.7/34/0973 2 20
 8 090 b
 9 049 DLCC
 10 100 1 Hicks, Randall, d 1956-
 11 245 10 Adopting in America : b how to adopt within one year / c
Randall B. Hicks.
 12 250 1st ed.
 13 260 Sun City, Calif. : b WordSlinger Press, c c1993.
 14 300 344 p. : b ill. ; c 22 cm.
 15 504 Includes bibliographical references and index.
 16 650 0 Adoption z United States.
 17 650 0 Adoption x Law and legislation z United States.



PCC Frequently Asked Questions

FAQ on Reporting BFM

for headings labeled "[from old catalog]" found in the LC Online Catalog

With the implementation of the Library of Congress' new integrated library system (ILS), searchers of the Library of Congress Online Catalog will encounter many different types of bibliographic records that they may not have encountered when searching under the previous system, MUMS. NACO libraries have asked questions about the handling and disposition of headings that include the legend "[from old catalog]" at the end of the heading, as well as a group of pre-1981 records with obsolete headings. The following FAQ is an attempt to respond to these questions and to alleviate any confusion caused by the integration of the LC files.

1. How are these old catalog records identified in the LC Online Catalog?
2. When creating/modifying a heading for NACO contribution should participants report BFM on "from old catalog" and/or "oclcprep" headings found in the LC Online catalog?
3. Are "from old catalog" heading considered in the universe for conflict when formulating new name authority headings and references?
4. When creating a new heading which conflicts with other headings, could information "from old catalog" headings be used?
5. When "from old catalog" heading(s) are found to be out of synch with the authorized form(s) or not authorized should these be reported to the Coop Team or to CPSO?

1. How are these old catalog records identified in the LC Online Catalog?

The records can be divided into two large groups:

- A. 3.2 million bibliographic records in the LC Online Catalog for which most of the headings contain the legend "[from old catalog]" in the final subfield. These records have not been distributed by CDS and will not be found (as LC-issued records) in the bibliographic utilities.
- B. Another 1.8 million records are identified in the LC Online Catalog by the code "oclcprep" in subfield "c" of the MARC local field 906 (viewable

in the LC Online Catalog only by selecting the "MARC Tags" tab when viewing an individual record); the headings on these bibliographic record will **NOT** include any special legends. At least initially, these records have not been distributed by CDS as LC-issued records; however, as changes are made to them on an ongoing basis, they will be candidates for distribution by CDS. The result will be that an increasing number of these records will eventually be represented on the bibliographic utilities.

[Back to Questions](#)

2. **When creating/modifying a heading for NACO contribution should participants report BFM on "from old catalog" and/or "oclcprep" headings found in the LC Online catalog?**

No. At this time the guidelines for reporting BFM remain the same as before the introduction of the LC ILS. Under MUMS, these records were excluded from BFM because the records were considered "retrospective" and not "active." This distinction will continue until further notice, so **it is only necessary to report BFM on DLC records you see in your utility.**

3. **Are old catalog records to be considered in the universe for conflict in determining AACR2 formulation of new name authority headings and references (e.g., for the addition of dates, fuller forms of name)?**

Unless your database of record is the LC Database (e.g., the catalog in which you are performing your cataloging), it is **not** necessary to take headings on these older records into account when determining the form of headings.

Note that the LC Online Catalog should **not** be considered the "database of record" for NACO participants, given the large number of authorized headings that do not display in that catalog (headings that have not been used on LC records currently will display only in the staff modules used by LC staff, not to NACO libraries using the Web OPAC or accessing the LC Online Catalog via Z39.50).

Searching the LC Online Catalog is not a requirement for NACO participation and the PCC does not encourage libraries to search beyond their immediate database of record in order to determine the form of a heading.

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4. **When creating a new heading which conflicts with other headings, could information from the old catalog headings found in the LC ILS be used?**

In the case of conflict resolution the LC Online Catalog may be used as a reference tool; however, care must be taken when using information found on old catalog records, in part because the records may not reflect the latest official version and in part because of the unreliable aspects of some of the data. Other reference sources such as biographical dictionaries or the printed version of the National Union Catalog would be more authoritative. If citing these records we suggest the following:

- 670 \$a LC database, date \$b (hdg.: ... **[from old catalog]**)

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5. **If in searching the LC Online Catalog, old catalog heading(s) (either names or**

subjects) are encountered which are out of synch with the current form(s) in the authority file(s) or not present in the authority file(s) should these be reported to the Coop Team or to CPSO?

No. LC is aware that with the integration of its catalogs the access points on bibliographic records may not be consistent with the authority file(s). Over time, LC plans to embark on special projects to bring these headings under authority control. In the meantime these reports would not be acted on and would only prove frustrating to both the sender and the receiver.

Go to:

[Program for Cooperative Cataloging Home Page](#)

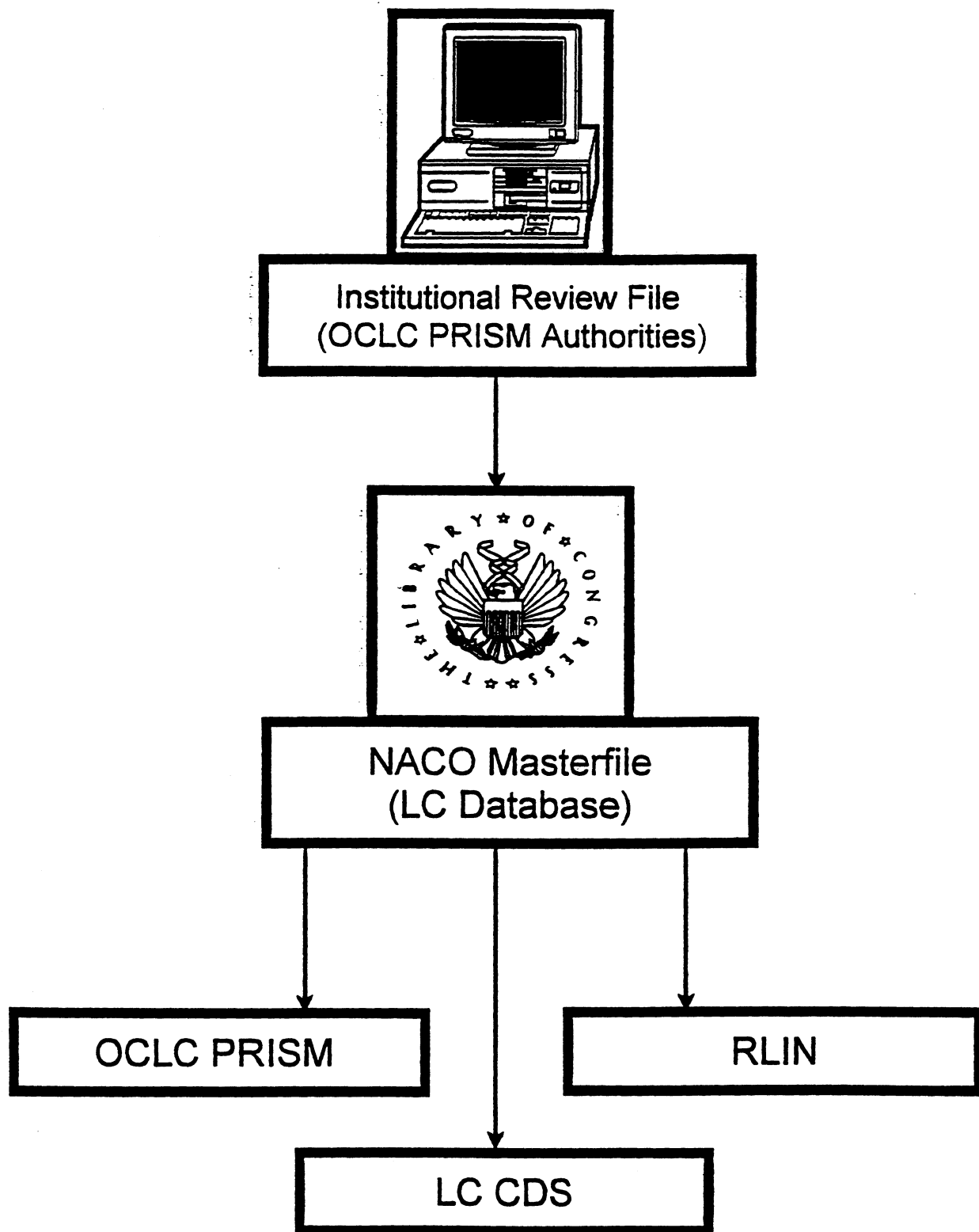
[Library of Congress Home Page](#)



Library of Congress

Comments: lcweb@loc.gov (05/09/00)

NACO Record Contribution and Distribution



Creating New Records in OCLC

Search in authority file and in bibliographic file for headings used on bibliographic records (for duplication and varying usage)

Formulate heading and references based on usage in work being cataloged, cataloging rules, and search results

Gather information to justify headings and references in 670 field(s)

Select PRISM Authority File (cho af)

Call up blank work form (wfan), choose from constant data screens (cdi), or use other PRISM editing techniques (new, mft/new, etc.)

Input record, PRINTOUT, and save in institutional review file (*records will stay in file for 180 days*)

Review records locally (si or [/nn) and submit to LC (*must be using NACO authorization and password*)

Review responses from LC (si rs)

Add records to the national file. Upon adding new records, the following will take place:

save file record is deleted

OCLC ARN assigned

010 LCCN assigned with "no" prefix

local fields removed (690, 952, etc.)

record must pass machine validation

record will be redistributed to the OCLC PRISM Authority file in 24-48 hours--it will remain locked until redistribution

 New records may be exported at any stage in the process

Changing Existing Records in OCLC

Search in authority file and in bibliographic file for headings used on bibliographic records (for duplication and varying usage)

Gather information to justify headings and references in 670 or 675 field(s)

Select PRISM Authority File (cho af)

Display existing record and lock it (failure to lock record before editing will cause you to lose edits)

Adjust heading and references based on usage in work being cataloged, cataloging rules, and search results

Printout and Save changed record in institutional review file (*records will stay in file for 180 days*)

Review changes locally (si or [/nn) and submit to LC (*must be using NACO authorization and password*)

Review responses from LC (si rs)

Replace old record with your changed record. Upon replacing, the following will take place:

- save file record is deleted
- 005 date is changed
- 040 \neq d is added
- local fields removed (690, 952, etc.)
- record must pass machine validation
- record will be redistributed to the OCLC PRISM

Authority file in 24-48 hours--record remains locked until redistributed

if LC or other NACO library "replaces" record before you do, your record will unlock and will fail distribution

☞ *You may export record at any stage in the process* ☞